

## 2006 FOREIGN SERVICE WRITTEN EXAM (FSWE)

### 1. Examination Date:

We are pleased to announce that the FSWE will be administered on April 8, 2006. This will be the only administration of the exam in 2006.

### 2. Eligibility Requirements:

To take the examination and to enter the Foreign Service applicants must:

- be a US citizen,
- be at least 20 years of age and no older than 59 on the date of the exam (the age limit is based on date of birth; applicants are not eligible one day after their 59th birthday); be at least 21 to be appointed and must be appointed to the Foreign Service prior to date on which a candidate reaches age 60.
- be available for worldwide assignment,
- not have been previously separated from the Foreign Service for retirement, expiration of time in class, retirement based on relative performance or separation for cause.

### 3. Test Locations and Registration Materials:

The FSWE will be offered in approximately 200 locations nationwide and at most of the 260 Foreign Service posts.

Registration materials will be available on the

Department's website: [WWW.CAREERS.STATE.GOV](http://WWW.CAREERS.STATE.GOV) This year all applicants must register online. The registration guide and the website provide information for those who need assistance registering online.

### 4. Deadlines:

Applications for the April 8 exam must be received by March 1, 2006 for foreign test sites, and March 8, 2006 for domestic test sites.

5. Test Center Staff:

Anyone who is a potential future exam candidate may not administer the test in any capacity. Ideally, a Foreign Service Officer administers the exam.

6. Study Guide Order Forms:

Order forms for the 2006 study guide are located at the end of the registration booklet, or can be downloaded from the Department of State website. The guide may be ordered by telephone from ACT, Inc., (319) 337-1429 or FAX (319) 337-1578. The guide is not available through the Department of State.

7. Registration Guide Delivery

Posts can expect to receive their supply of registration booklets by mid- to late January. Posts should advise the Department immediately if they require additional registration guides. Information on how to get more books will be included with the initial package of registration materials.

8. Examination Coordinator:

Any additional concerns from post should be addressed to:

Jennifer Clark, FS Exam Coordinator

HR/REE

TELEPHONE (202) 261-8904

FAX: (202) 261-8843

E-mail: [clarkja@state.gov](mailto:clarkja@state.gov)

Fax or e-mail is preferred. Please remember when using e-mail to identify your post.

9. Posts with Designated Test Sites:

The Department will use FEDEX, DHL or post designated overnight courier service delivery for supplemental shipments, if necessary, to ensure timely receipt by requesting posts. Specific instructions will be provided with the exam material regarding the return of the completed examinations.